

# **Great Baddow Parish Council**

**Job Title:** Weekend Games Attendant

**Responsible to:** Great Baddow Parish Council

**Reporting to:** Grounds Supervisor

**Job Purpose:** To maintain and supervise all sections of the Sports Areas and Playing Pitches in the Great Baddow Parish Council Recreation Ground

## **Overall Responsibilities**

1. To take bookings for the sports courts and pitches, as required
2. To set out the apparatus for the sports being played in the Recreation Ground, e.g. football and tennis
3. To change apparatus for different games taking place on the All Weather Sports Area and 3G court
4. To be responsible for taking the hiring charge for the specific sports, as required, as per the hire charges set by the Council and issuing a receipt to the hirer.
5. To account for the recording of the hire charges and follow procedures.
6. To keep and record all transactions efficiently
7. To clean the changing rooms and the public toilets daily to Council standards and to report to the Grounds Supervisor any breakages or damage
8. To open and lock up the Changing Rooms as requested
9. To litter pick the Recreation Ground and Noakes Place each day
10. To ensure all premises are locked and secured at the end of the session
11. To provide cover for the Weekday Games Attendant as required by the Grounds Supervisor
12. To attend training courses as required to ensure the effective running of the service
14. To work safely at all times, adhering to the Great Baddow Parish Council Health and Safety policy. To comply with Health & Safety practices in

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accordance with HSE guidance and legislation and to take reasonable care for own Health and Safety and for those of the team and members of the public

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore, there is the expectation that you will carry out any other reasonable duties or requests from your line manager, that are in keeping with this post or as may be determined from time to time by the Council.

### **Knowledge, Skills and Experience**

	<b>Essential</b>	<b>Desirable</b>
<b>Skills and aptitude</b>	Good level of interpersonal and communication skills  Good level of numeracy and literacy  Accurate recording of hire charges  Good communicator and able to respond positively to hirers and members of the public	
<b>Other</b>		

### **Competencies**

#### **Community Facing – Engaging with Parishioners (members of the public)**

- Respectfully and proactively listen and engage with members of the public in all aspects of the role

#### **Providing Efficient Services**

- Takes personal pride to continually improve the quality and efficiency of services delivered by self and the team
- Understands the quality standards expected in the work and seeks out ways of improving these
- Ensure all services provided are of the required standard

#### **Collaborative Working**

- Takes personal pride to continually improve the quality and outcome of work delivery
- Works cooperatively with team members and other employees of Great Baddow Parish Council

## **Self Awareness**

- By understanding own personal style and how this affects behaviours and finding the best way to work with colleagues and customers/partners
- Is open minded about change and embraces new ways of working